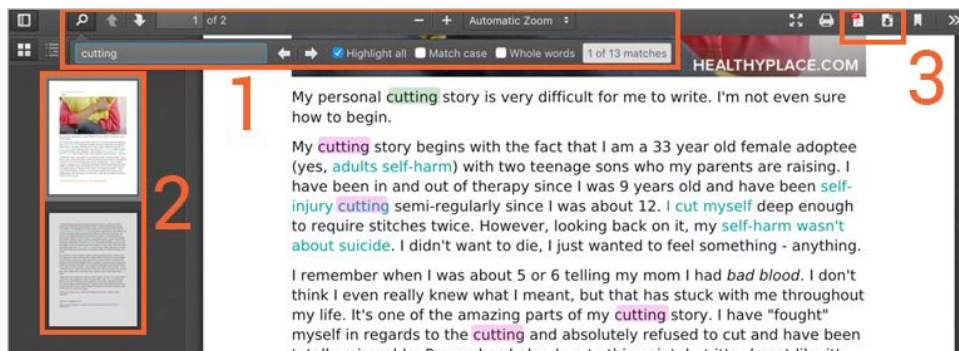# PREVIEWING INCIDENTS IN GAGGLE NOTIFICATIONS

To help Emergency Contacts review incidents reported by the Gaggle Safety Team, Incident Links in notifications now generate a preview of the item for most file types, including docx, ppt, eml, jpg, and more. The incident link is located at the bottom of the notification email, under the email signature.

In most cases, only one link is included in each notification. Content that was flagged from an email attachment might include multiple links.

When selected, the link opens a preview of the incident in a new browser tab. The preview includes several features to help locate the concerning content, as well as options for downloading a copy of the incident.

What can I do in the Incident Preview?

1. Search - quickly locate and highlight flagged words and phrases within the linked item.

2. Page Thumbnails - view all pages in a document as thumbnails for a bird's-eye-view of the file, allowing you to quickly locate images and other embedded content.

3. Download - download the item as a PDF or as the original file type.

The Incident Preview is supported on most web browsers (e.g. Chrome, Firefox, and Edge), mail clients (e.g. Outlook, Thunderbird), and mobile devices.

If a file type is not supported by the Incident Preview, clicking the Incident Link will automatically begin a download of the file instead of showing a preview. **Click here** for help locating browser downloads.